

**WILLMAR CITY COUNCIL PROCEEDINGS**  
**BY ELECTRONIC MEANS (GOTO MEETING)**  
**WILLMAR, MINNESOTA**

January 11, 2021  
7:00 p.m.

City Clerk Judy Thompson, Chief Officer in charge of voting for the City of Willmar, welcomed all those in attendance. City Clerk Thompson then presented Council Members Michael O'Brien, Julie Asmus, Justin Ask, and Thomas Butterfield, Certificates of Election. The Honorable Judge Jennifer Fischer, Judge of District Court, officiated the Swearing-in Ceremonies of the Council Members.

The regular meeting of the Willmar City Council was called to order by the Honorable Mayor Marv Calvin. Members present on a roll call were Mayor Calvin, Council Members Rick Fagerlie, Julie Asmus, Michael O'Brien, Thomas Butterfield, Justin Ask, Vicki Davis, Andrew Plowman, and Audrey Nelsen. Present 9, Absent 0.

Also present were City Administrator Brian Gramentz, Finance Director Steve Okins, Public Works Director Sean Christensen, Recreation Director Rob Baumgarn, City Clerk Judy Thompson and City Attorney Robert Scott.

Mayor Calvin called on Pastor Jon Dahl to give the invocation.

There were no additions or deletions to the agenda.

Council Member Fagerlie offered a motion to approve the agenda as presented. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered a number of biennial organizational resolutions. The first item considered was the election of a Mayor Pro Tempore. Council Member Fagerlie was nominated by Council Member Nelsen. Council Member Plowman was nominated by Council Member Butterfield.

Mayor Calvin requested Council Members vote by private message to Clerk Thompson. The results were tallied by City Clerk Thompson who reported that Council Member Fagerlie was elected. (Six votes were tallied for Council Member Fagerlie, cast by Council Members Asmus, Davis, O'Brien, Nelsen, Ask, and Fagerlie. Council Member Plowman received two votes cast by Council Members Plowman and Butterfield.)

**Resolution No. 2021-001 Appointing Mayor Pro Tempore** was introduced by Council Member Nelsen. Council Member Asmus seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Mayor and Council considered options for parliamentary rules.

**Resolution No. 2021-002 Adoption of Rules of Order** was introduced by Council Member Asmus. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 7, Noes 1. Council Member O'Brien voted "no".

The Council discussed the 2021-2022 standing committee appointments for members of the Council.

**Resolution No. 2021-003 Council Committee Appointments** was introduced by Council Member Fagerlie. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

The Council followed up by discussing the appointment of Council Members as liaisons to various boards and commissions.

**Resolution No. 2021-004 Council Board/Commission Appointments** was introduced by Council Member Asmus. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Council Committee appointments for members of the Invest in Willmar Board, City Hall Task Force and Stormwater Management Committee were discussed. During discussion, Council Member Nelsen offered a motion to place the appointments to the City Hall Task Force on hold. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

**Resolution No. 2021-005 Council Committee Appointments** was introduced by Council Member Plowman. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Regularly scheduled meeting dates and times for City Council meetings were discussed. It was pointed out by staff that the recommendation is to continue to meet on the first and third Mondays of each month with exception of if that Monday falls on a legal holiday, the Council shall meet the following Tuesday.

**Resolution No. 2021-006 Establish Regular City Council Meeting Dates** was introduced by Council Member Plowman. Council Member Nelsen seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Council Member Plowman offered a motion to resume in-person meetings of the Council on February 1, 2021. Council Member Davis seconded the motion. Following discussion, Council Member Nelsen offered a motion to amend the original motion to allow the hybrid option. The motion then carried on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin informed the Council as required by Minnesota Statute, it is necessary for the City to designate a legal newspaper for 2021-2022. Staff's recommendation is to approve the "West Central Tribune" as the legal newspaper for the next two years.

**Resolution No. 2021-007 Designate Official Newspaper** was introduced by Council Member Asmus. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

Mayor Calvin informed the Council is required by statute to appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City, and he recommended City Clerk Thompson be appointed the Responsible Authority for the City of Willmar.

**Resolution No. 2021-008 Adopting a Responsible Authority for the City of Willmar** was introduced by Council Member Fagerlie. Council Member O'Brien seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

City Clerk Judy Thompson reviewed the consent agenda.

- A. City Council Minutes of December 21, 2020
- B. Willmar Municipal Utilities Commission Minutes of December 28, 2020
- C. Planning Commission Minutes of December 16, 2020
- D. Accounts Payable Report for December 17 through December 31, 2020
- E. Building Report for the Month of December, 2020
- F. Park and Recreation Board Minutes of November 24, 2020

Council Member Nelsen offered a motion to approve the consent agenda. Council Member Plowman seconded the motion which carried, on a roll call vote of Ayes 8, Noes 0.

There being no further business to come before the Council, the meeting adjourned at 8:44 p.m. upon motion by Council Member Asmus, seconded by Council Member Plowman and carried.

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
SECRETARY TO THE COUNCIL

**RESOLUTION NO. 2021-001**  
**APPOINTING MAYOR PRO TEMPORE**

Motion By: Nelsen

Second By: Asmus

WHEREAS, the Charter of the City of Willmar, a municipal corporation of the State of Minnesota, provides that in the absence or disability of the Mayor, an Acting Mayor shall be appointed by action of the City Council;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willmar as follows:

that during the years 2021 and 2022, should the Mayor, the Honorable Marvin Calvin, be absent or unable to act as such Mayor, that Council Member Fagerlie be and is hereby appointed as Acting Mayor to act in all said circumstances and as set forth in the Charter of the City of Willmar.

Dated this 11th day of January, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-002**  
**ADOPTION OF RULES OF ORDER**

Motion By: Asmus

Second By: Nelsen

WHEREAS, the Willmar City Charter Section 2.11, Subdivision 2, requires the Willmar City Council to adopt an authorized set of parliamentary rules and that the rules adopted by the City Council shall be applicable to all Commissions, Boards and Committees.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Willmar that the Standard Code of Parliamentary Procedure is hereby adopted as the parliamentary code of rules for this Council and its municipal Commissions, Boards and Committees.

Dated this 11th day of January, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-003**

**COUNCIL COMMITTEE APPOINTMENTS**

Motion By: Fagerlie

Second By: Nelsen

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2021 through 2022 Council appointments for members of the four committees of the Council shall be provided in the list of appointments as follows:

Labor Relations:

Davis  
Butterfield  
Ask  
O'Brien  
Human Resource Director

Finance:

Nelsen  
Fagerlie  
Asmus  
Plowman  
Finance Director

Community Development:

Fagerlie  
Davis  
Butterfield  
O'Brien  
Planning & Development Services Director

Public Works/Safety:

Plowman  
Nelsen  
Asmus  
Ask  
Public Works Director, Fire Chief, Police Chief and Recreation Director

Dated this 11th day of January, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-004**  
**COUNCIL BOARD/COMMISSION APPOINTMENTS**

Motion By: Asmus

Second By: Nelsen

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2021 through 2022 Council appointments for members of the Council shall be provided in the list of appointments as follows:

COUNCIL APPOINTED BOARD/COMMISSION MEMBERS  
(appointees are full voting members)

<u>EDC Joint Powers Board:</u>	<u>Asmus</u>
	<u>Davis</u>
	<u>Mayor</u>
<u>Human Rights Commission:</u>	<u>Davis</u>
	<u>Ask</u>
<u>Fire Code Appeals Board:</u>	<u>Plowman</u>
	<u>Butterfield</u>
<u>Mid-Minnesota Development Commission:</u>	<u>Fagerlie</u>
<u>Vision 2040 Steering Committee:</u>	<u>Asmus</u>
<u>Central Community Transit Board</u>	<u>Asmus</u>
	<u>Ask</u>
<u>Pioneerland Library System:</u>	<u>Asmus</u>
<u>Willmar Cable Advisory Board:</u>	<u>Butterfield</u>
	<u>Davis</u>
<u>Willmar Convention and Visitors Bureau:</u>	<u>Nelsen</u>

COUNCIL LIAISON POSITIONS  
(appointees observe and report to city council but do not vote on board/commission)

<u>Airport Commission:</u>	<u>Plowman</u>
Alternate:	<u>Ask</u>

Park and Recreation Board: Fagerlie  
Asmus

Municipal Utilities Commission: Fagerlie  
Alternate: Butterfield

Kandiyohi County HRA: Nelsen  
Alternate: Davis

Rice Hospital Board: Nelsen  
Alternate: Plowman

Intergovernmental Planning & Communication Committee:  
Nelsen  
Plowman  
O'Brien  
Alternate: Davis

Main Street: Davis  
Alternate: Fagerlie

Dated this 11th day of January, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

#### RESOLUTION NO. 2021-005

#### COUNCIL COMMITTEE APPOINTMENTS

Motion By: Plowman

Second By: Nelsen

BE IT RESOLVED, by the City Council of the City of Willmar, Minnesota, that the 2021 through 2022 Council appointments for members of the Invest in Willmar Board, City Hall Task Force and Stormwater Management Committee of the Council shall be provided in the list of appointments as follows:

Invest In Willmar Board: Nelsen  
Butterfield  
City Administrator  
Mayor

<u>Swanson Field Regional Park Subcommittee:</u>	<u>Fagerlie</u>
<u>Community Center Subcommittee:</u>	<u>Asmus</u>
<u>Recreation Fields Subcommittee:</u>	<u>Plowman</u>
<u>Recreation Center/Events Center Subcommittee:</u>	<u>Davis</u>
<u>Robbins Island Regional Park Subcommittee:</u>	<u>Ask</u>
<u>Stormwater Management Committee</u>	<u>O'Brien</u>

Dated this 11th day of January, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

# **RESOLUTION NO. 2021-006**

## **ESTABLISH REGULAR CITY COUNCIL MEETING DATES**

Motion By: Plowman                      Second By: Nelsen

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, that the regular semi-monthly meetings of the City Council shall be held at 7:00 p.m. on the first and third Mondays of each month during the next two years with the exception of if the first or third Monday is a legally recognized holiday, the Council meeting shall be rescheduled to the next Tuesday, and that the regular place of said meetings shall be in the Board Room of the Health and Human Services Building, 2200 – 23<sup>rd</sup> Street NE, Willmar, Minnesota. During peacetime emergencies the City Council meetings may be held at alternate locations or by a virtual format or by any other means allowed by law.; and

BE IT FURTHER RESOLVED that the time for adjournment of said Council meetings shall be no later than 11:00 p.m. with the following exceptions:

1. An item of business under consideration at 11:00 p.m. may be disposed.
2. Business from the first meeting of the month will be carried over to the second meeting if necessary.
3. Any business not completed at the second meeting of the month, which is urgent and must have action will be adjourned to a special meeting.

Dated this 11th day of January, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-007**

**DESIGNATE OFFICIAL NEWSPAPER**

Motion By: Asmus

Second By: Plowman

BE IT RESOLVED by the City Council of the City of Willmar, Minnesota, a municipal corporation of the State of Minnesota, that the "West Central Tribune" of Willmar, Minnesota, be designated as the legal newspaper for the City of Willmar and that the fees set by State Statutes for legal publications be accepted.

Dated this 11th day of January, 2021

s/s Marv Calvin  
MAYOR

Attest:

s/s Judy Thompson  
CITY CLERK

**RESOLUTION NO. 2021-008**

**ADOPTING A RESPONSIBLE AUTHORITY FOR THE CITY OF WILLMAR**

Motion By: Fagerlie

Second By: O'Brien

WHEREAS, Minnesota Statutes, Section 13.02, Subd. 6, requires that the City of Willmar appoint one person as the Responsible Authority to administer the requirements for collection, storage, use and dissemination of data on individuals within the City; and

WHEREAS, the City Council of the City of Willmar shares the concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively and technically qualified Responsible Authority as required under the Statute.

BE IT RESOLVED by the City Council of the City of Willmar Minnesota, that City Clerk Judy Thompson be appointed as the Responsible Authority for the purpose of meeting all requirements of Minnesota Statutes,



Sections 13.02-13.87, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register.

Dated this 11th day of January, 2021

s/s Marv Calvin

MAYOR

Attest:

s/s Judy Thompson

CITY CLERK